



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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To: All Employees

From: DSD, Support Services

Subject: Processing of Contracts and Agreements for the Remainder of FY2003 **DD: 08/01/03**

The purpose of this memorandum is to confirm the deadline for submission of contract and agreement requirements for action by the State Office Procurement Team.

The last date to submit contracts and/or agreements in FY2003 is **August 1, 2003**. This is a procedure used in previous years and should be familiar to all resource personnel, technical personnel, and managers.

Packages will continue to be accepted after the August 1, 2003 deadline, and will be processed as timely as possible. However, because of critical staff shortages for the CASO Procurement and Contracting Team, any package submitted after the deadline has a high probability of not being awarded in FY 2003.

All questions regarding this IB may be addressed to Julia Lang, State Procurement Analyst @ (916) 978-4527.

Signed by:
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